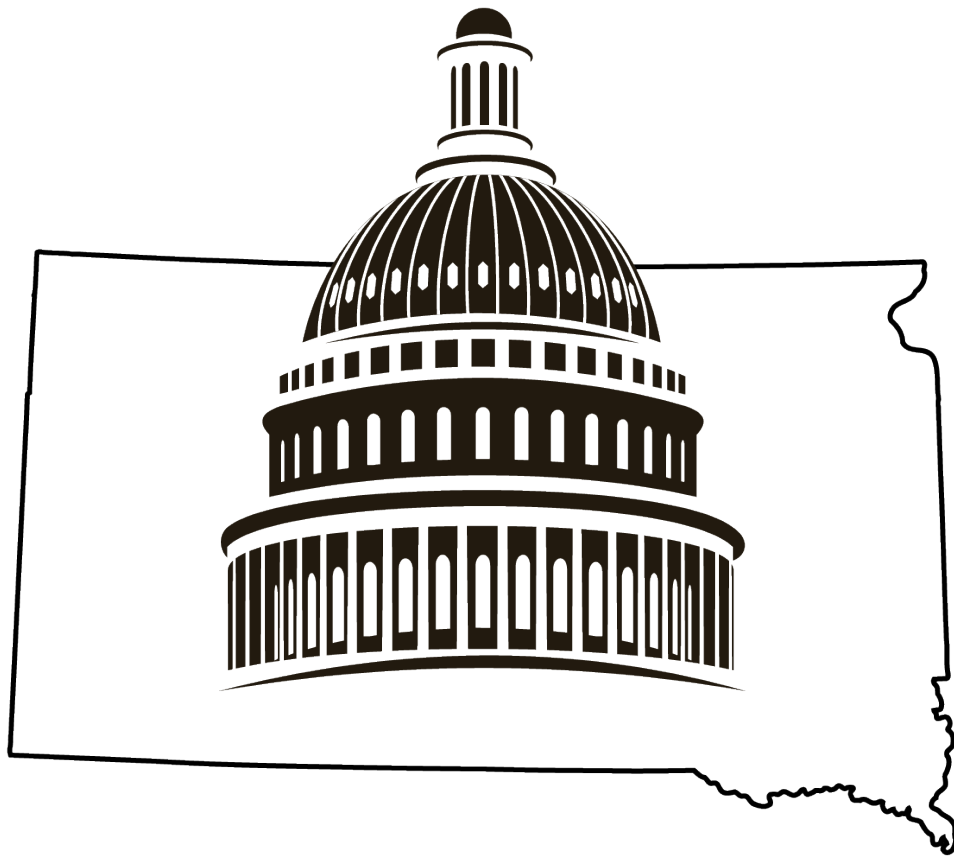




**SOUTH DAKOTA STATE
UNIVERSITY EXTENSION**



South Dakota 4-H Legislature Guide 2024



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**SOUTH DAKOTA STATE
UNIVERSITY EXTENSION**



Mission and Objectives

Mission:

To provide a state level civic and governmental education program allowing participants an opportunity to gain a better understanding of how our state government operates while strengthening youth voice opportunities for the SDSU Extension 4-H Youth Development Program.

Objectives:

- » Prepare young people for roles as leaders, mentors, and problem solvers
- » Enhance young people's communication, public speaking, and critical thinking skills
- » Create a stronger youth voice
- » Create more options for younger and older age young people
- » Focus on foundational life skills for employability

How Do I Get Involved?

Many aspects of the South Dakota 4-H Legislature Program will mimic how the legislative branch of South Dakota state government is conducted with two roles identified as Candidates/Legislators and Constituents.

Candidates/Legislators

- » Enrolled senior age division 4-H members
- » Interested in Civic Engagement and Leadership project areas

Description

4-H members age 14-18 interested in representing their county 4-H members during the South Dakota 4-H (SD 4-H) Legislature will have the opportunity to run for office and write legislation regarding SD 4-H policies, procedures, programs and initiatives. These individuals will debate policy and cast a vote on the floor of the South Dakota House or Senate, sitting in the same seats that our state lawmakers sit in. Additionally, they will dedicate time to learning and understanding the process of how a bill becomes law in South Dakota.

Duties

- » Collect petition signatures
- » Conduct a campaign
- » Write bills
- » Represent county 4-H member perspectives and views
- » Advocate for and debate bills
- » Offer amendments to proposed bills and vote on potential policy changes/adoptions

A maximum of 70 legislators will be elected to represent their communities throughout the mock legislative experience. Each county can elect one representative. Additional members, not elected to serve as a county representative, but running from the same county have the opportunity to serve as at large representatives. 4-H members who run for office, but do not win the election for their county may also transition to becoming a constituent. Similar to the experience of our state legislative candidates, sometimes it takes multiple tries before winning an election.

Constituents

- » All enrolled South Dakota 4-H members

Description

Just like real life civics, South Dakota 4-H members will be involved in the process from start to finish. As an enrolled member, you get a say in how your 4-H program is run and who best represents the interests from your county.

Duties

- » Sign nominating petitions
- » Vote for candidate of choice
- » Encourage others to vote for candidate of choice by assisting candidate with campaign
- » Lobby Legislators
- » Attend and observe the mock legislative session

Program/Participant Checklist

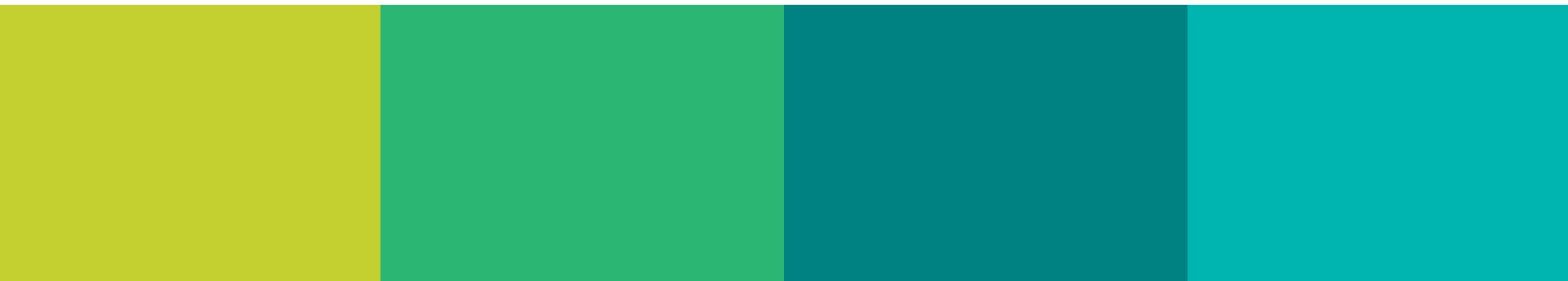
Candidates/Legislators and constituents can utilize the following checklist to keep track of upcoming action items. Specific details and instructions about most of the action items indicated below can be found in the program timeline to follow or throughout the remainder of the guidebook.

Prior to Election

- ☐ Declare Candidacy (July 1)
- ☐ Attend Campaign Workshop via Zoom (week of July 8-12)
- ☐ Petition Signatures Due (July 26)
- ☐ Campaign Video Due in Traininghouse (July 26)
- ☐ Campaign Rack Card Due in Traininghouse (July 26)
- ☐ Polls Open (Aug. 1-20)
- ☐ Attend State Fair Recognition Ceremony to hear election results (Sept 1)

Post-Election

- ☐ Attend In-person Bill Writing Workshop located at SDSU Extension Regional Centers (Sept. 22)
- ☐ Upload first draft of bill(s) (October 6)
- ☐ Upload final draft of bill(s) (October 20)
- ☐ In-person Legislative Processes Workshop in Pierre, SD (Nov. 1 at 3:30 PM)
- ☐ 2024 4-H Legislative Session (Nov. 2)



2024 South Dakota 4-H Legislature Program Timeline

JULY

- 1 Declaration of Candidacy Due
- 8-12 Campaign Workshop
(week of July 8-12)
- 26 Campaign Materials Due
(including petition signatures,
video and rack card)

AUGUST

- 1 Polls Open
- 20 Polls Close

SEPTEMBER

- 1 State Fair Recognition
Ceremony
- 22 In-Person Bill Writing
Workshop

OCTOBER

- 6 First Draft of Bill(s) Due
- 20 Final Draft of Bill(s) Due

NOVEMBER

- 1 In-Person Legislative Processes
Workshop
- 2 2024 South Dakota 4-H
Legislative Session

Descriptive Program Timeline

Declare Intent to Run: July 1 by 11:59 p.m. CT/10:59 p.m. MT

In order for voting managers to know of a candidate's intent to run, they must complete a Declaration of Candidacy. South Dakota 4-H Legislator candidates must do the same. Declare your intent to run at: sdstate.questionpro.com/2024sd4-hlegcandidatedeclaration

Campaign and Voting Workshop via Zoom: Week of July 8-12

This workshop will highlight the process to run for the legislature, both the actual SD legislature and the mock 4-H legislature. It will provide candidates guidance on creating their campaign rack card and video, in addition to campaign strategies. Furthermore, this workshop will cover the importance of voting, the duties of a voting manager, and how candidates 'Get Out the Vote' before an election. Our voting process for the SD 4-H Legislature program will look different from the traditional experience, but we will share both processes with you. A Zoom link will be provided to all individuals that declare candidacy.

Candidate Petitions Live: July 26, 9 a.m. CT/8 a.m. MT

Start collecting digital petition signatures via your unique petition URL! Each candidate wishing to be on the ballot needs to collect the required number of signatures by July 26.

Campaign Materials Due: July 26, 11:59 p.m. CT/10:59 p.m. MT

All of a candidate's campaign material (rack card and video) will be due on the Traininghouse platform. This includes the required number of petition signatures via their unique petition URL. Seek guidance from a program committee member for assistance on uploading documents in Traininghouse.

Polls Open: Aug. 1, 9 a.m. CT/8 a.m. MT

Candidates should be circulating the ballot link and constituents should be voting for their preferred candidate from their county! The ballot can be accessed at: sdstate.questionpro.com/2024sd4-hlegballot

Polls Close: Aug. 20, 11:59 p.m. CT/10:59 p.m. MT

Today is the last day to 'Get Out the Vote'! The ballot can be accessed at: sdstate.questionpro.com/2024sd4-hlegballot

Bill Writing In-person Workshop: Sept. 22, 1-5 p.m. CT/12-4 p.m. MT

After being elected, legislators begin working to draft legislation or bills. This is done by listening and talking to their constituents about the things that are important to them. This doesn't have to be a scary process! During this workshop, we will focus on the important parts to include in a bill or resolution and how to look at all aspects of the decision-making process. This in-person workshop will be located at several SDSU Extension Regional Centers determined by the geographical locations of our elected legislators. Locations will be announced once those locations have been identified.

First Draft of Bill(s) Due: Oct. 6, 11:59 p.m. CT/10:59 p.m. MT

Rough drafts of your bills will be due in the Traininghouse course. Don't worry, they don't have to be perfect yet. We will perfect them together. Seek guidance from a program committee member for assistance on uploading documents in Traininghouse.

Final Draft of Bill(s) Due: Oct. 20, 11:59 p.m. CT/10:59 p.m. MT

Last call for the final draft of all bills to be uploaded into Traininghouse. Program committee members will have provided you edits to strengthen your bill(s). Seek guidance from a program committee member for assistance on uploading documents in Traininghouse.

Legislative Session Processes In-Person Workshop: Nov. 1, Pierre, 5:30 p.m. CT/4:30 p.m. MT

It is almost go time, but not until we learn about a few more legislative session processes. This workshop will detail the committee and caucus procedures. We will also discuss what happens on the chamber floor during session and event specific details. You may notice this workshop is the evening before the 4-H legislative session, so this information will be fresh on your mind as we move into the next day. In addition, the workshop will be held in Pierre at the South Dakota Capitol Building.

2024 4-H Legislative Session: Nov. 2 starting at 9:30 a.m. CT/8:30 a.m. MT

The day has finally come for our South Dakota 4-H Legislators to put all their hard work to action. This is also an opportunity for 4-H constituents to see bills debated and potentially passed. A tentative event schedule is detailed below:

Event Schedule (tentative):

Below is the tentative schedule for the South Dakota 4-H Legislature event on November 2, 2024. While some components of this schedule may change, the start and end time will remain the same as to allow families ample time to plan for travel. All times listed are in Central Time.

Time	Activity
9:30–10 a.m.	Check-In
10–10:15 a.m.	Welcome and Orientation
10:20 a.m.–12 p.m.	Committee Work
12–1:00 p.m.	Lunch with guest speaker
1–1:30 p.m.	Caucus
1:30–3:30 p.m.	Floor Session
3:30–4:30 p.m.	Ice Cream Social and Media Opportunity
4:30 p.m.	Departure

Process of Event

Duration:

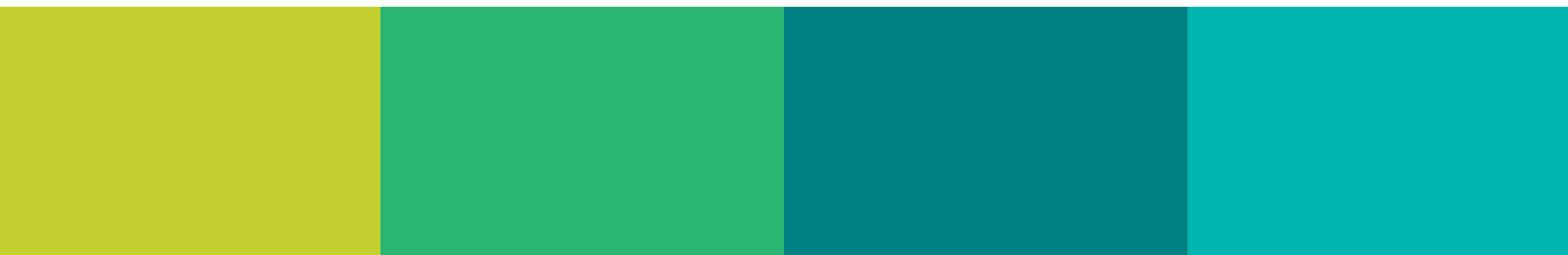
- » The South Dakota 4-H (SD 4-H) Legislature program is developed to include continuous educational programming and hands-on learning facilitated through one virtual workshop and one in-person workshop located at SDSU Extension Regional Centers. The duration of the program will be July 1-November 2, 2024. A program and event timeline with specific details can be viewed on the previous page.
- » Individuals wishing to seek a position as a 4-H Legislator must declare candidacy by July 1, 2024 via the Declaration of Candidacy form.
- » The SD 4-H Legislative Session event will occur on November 2, 2024
- » Individuals seeking to participate in the SD 4-H Legislative program must be willing and able to actively participate in all components of the program to include independent work, workshops, and the legislative event.

Location:

- » The South Dakota 4-H (SD 4-H) Legislative Session event will utilize the South Dakota Capitol building in Pierre, SD. Just as the South Dakota State Senators and Representatives utilize the Senate or House Chambers, the South Dakota 4-H Legislators will be seated and conduct business on the Senate or House Chamber floor. Additionally, several conference rooms and the Capitol building Rotunda will be utilized for components of the event.
- » The one in-person workshop will be located at several SDSU Extension Regional Centers. These regional centers will be determined based on the geographical locations of the elected legislators.

Cost:

- » This program is designed to be a minimal cost burden to participants. The only required cost to elected 4-H Legislators includes travel expenses associated with attending the regional in-person workshop and mock legislative session in Pierre, SD.



The Campaign Trail

Declaration of Candidacy

- » The first step in running for an elected office is making an official declaration of candidacy. This notifies the voting managers of an individual's intent to run for office. In the case of the South Dakota 4-H Legislature program, it will notify the program committee members of the 4-H member's intent to run for the position of 4-H Legislator.
- » A 4-H member wishing to run for office must complete the Declaration of Candidacy form by July 1 which can be accessed and completed at: sdstate.questionpro.com/2024sd4-hlegcandidatedeclaration

Document Sharing Platform

- » To properly share campaign material and program documents, the program will utilize the Traininghouse platform. The course can be accessed at: traininghouse.sdstate.edu/. Follow the help sheet in the appendix for more detailed instructions.
 - Candidates will upload their campaign material in this course.
 - Candidate petition links will be made available in this course.
 - Program specific documents will be accessible from this course.
 - More details regarding the organization of this course will be provided during the Campaign and Voting Workshop.
 - Constituents will be given access to a public folder to view candidate campaign material and finalized bills prior to the 4-H legislative session.

Circulating a Petition

- » To begin circulating a petition, a candidate MUST file a Declaration of Candidacy. Instructions on how to do this can be found in the section above titled Declaration of Candidacy.
- » Filing a Declaration of Candidacy will prompt a program committee member to generate the candidate a unique petition (via the QuestionPro platform) to be circulated. The unique URL to access the petition will be sent to the email address of the candidate indicated on the Declaration of Candidacy. It will also be made available in the Traininghouse course.
- » Upon receiving the unique URL to the petition, a candidate may begin circulating their petition to obtain the required number of signatures.
- » The number of signatures required on a petition will be based off the number of 4-H members in a candidate's county from the previous 4-H year. For a candidate to determine how many signatures they must get on their petition they should refer to the Petition Matrix document in the appendix.
- » If a candidate fails to receive the required number of petition signatures, they will not be included on the ballot.
- » Petition signatures are due July 26.

Creating a Rack Card

- » 1-pagers or rack cards are used as a tool in campaigning. Candidates can think of them as a promotional flyer. They provide constituents details about each candidate, ultimately allowing them to be informed about the individuals on the ballot. Similarly, candidates in the South Dakota 4-H Legislature program will utilize 1-pagers to campaign. See the appendix for guidelines on creating a rack card as well as an example of one.

Developing a Campaign Video

- » Campaign videos are short catchy sound bites that can be used to get the attention and support of constituents. South Dakota 4-H Legislature candidates should prepare a short video (30 seconds to 1 minute in length) that promotes them and is a public service announcement of their intent to run for 4-H legislature. Guidelines and best practices for Developing a Campaign Video are in the appendix.

Getting to Know the Candidates

- » Constituents/voters play a crucial role in the legislative process. They are responsible for selecting a candidate that will represent their total membership in values, viewpoints and interests.
- » Candidates are encouraged to share their campaign materials with fellow county 4-H members.
- » Part of engaging in civics involves signing petitions for individuals we feel deserve a chance to be on a ballot. This is our opportunity, as citizens, to nominate candidates and allow them to campaign. They have the opportunity to persuade all of the members of a particular area about why they would be the best choice to represent them in government and be their voice. In government, we sign petitions for various elected decision makers, including school board members to the United States Senate and House. We can also sign petitions for policies we think deserve a chance to be voted on by the members of a community or state.
- » As a constituent/voter be sure to research the candidates running for office in your county to vote for the candidate you feel will represent you and your county best.

Elections

Ballot and Voting Process

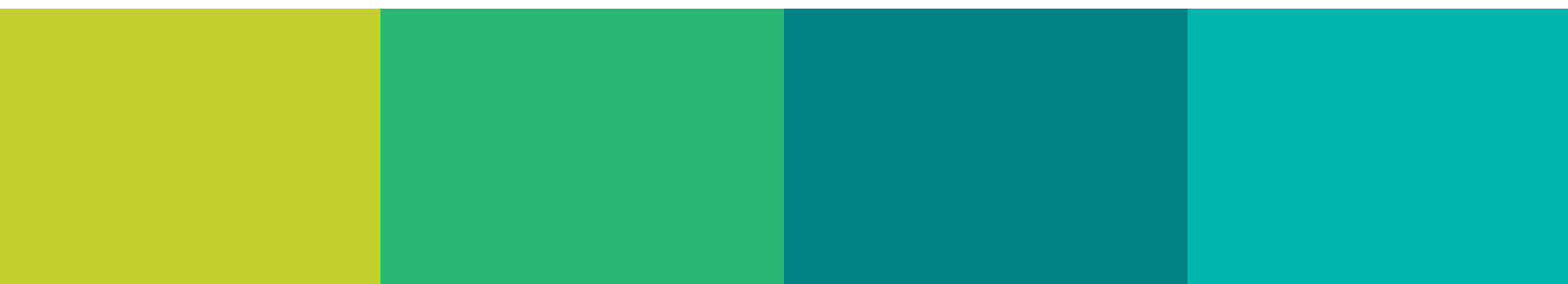
- » Once a candidate has received the required number of signatures on their petition, they will be included on the ballot for the official election of the 2024 South Dakota 4-H Legislature.
- » Voting and the ballot process will be conducted via the QuestionPro platform.
- » Polls will open on August 1 and close on August 20. The URL for the ballot will be provided to all candidates and 4-H professionals prior to the polls opening.
- » Candidates should distribute the ballot URL and encourage their fellow 4-H members to vote for them, otherwise known as campaigning. Don't forget to vote for yourself!
- » Candidates may utilize their 1-page rack card and campaign video developed to continue campaigning. As a reminder, the candidate with the highest votes from their county will win the election. If there are additional candidates running from any county that don't win the election, those individuals can serve as 4-H legislators at-large.

Voters

- » Candidates receiving enough petition signatures will be put on the election ballot. Be sure to continue to follow the candidates for your county and cast your vote during the election on August 1-20, 2024 using the following link: sdstate.questionpro.com/2024sd4-hlegballot

Election Results

- » Results will be announced at the 2024 South Dakota State Fair recognition ceremony that is held on Sunday, September 1, in Nordby Exhibit hall at 4:30 p.m. CT.
- » The results will then be made available and/or publicized in the following manners:
 - All candidates will be notified directly;
 - A news release will be published at extension.sdstate.edu and circulated to news publications statewide;
 - A compiled list will be provided to the county 4-H offices.



South Dakota 4-H Legislative Process

4-H Legislators

Bill Creation:

- » Have you wondered who made the rules of your favorite 4-H program? Here's your chance to make your voice heard! The members of the SD 4-H Legislature will be writing bills regarding 4-H policies that will be voted on at the November 2 legislative event. These ideas will be taken into consideration when implementing new programs, guidelines, and rules in the 4-H years to follow. More details about the bill writing process and bills becoming law will be delivered at the in-person workshop in the fall. Further details regarding the in-person workshop will be emailed to 4-H Legislators.

Constituent Input:

- » Listening and understanding your 4-H constituents is a key component to your role as a 4-H Legislator. Remember you are serving as the voice of your whole county and state. As constituents discuss proposed bills with you be sure to keep an open mind about both the positive and negative of a bill regardless of your opinion.

Prepare for Session:

- » The time has come to prepare for the 4-H Legislative Session. Be sure to review all proposed bills. Even the ones you did not specifically help draft.
- » Attend the in-person Legislative Session Processes workshop on November 1 in Pierre.

4-H Constituents

Advocacy/Lobbying:

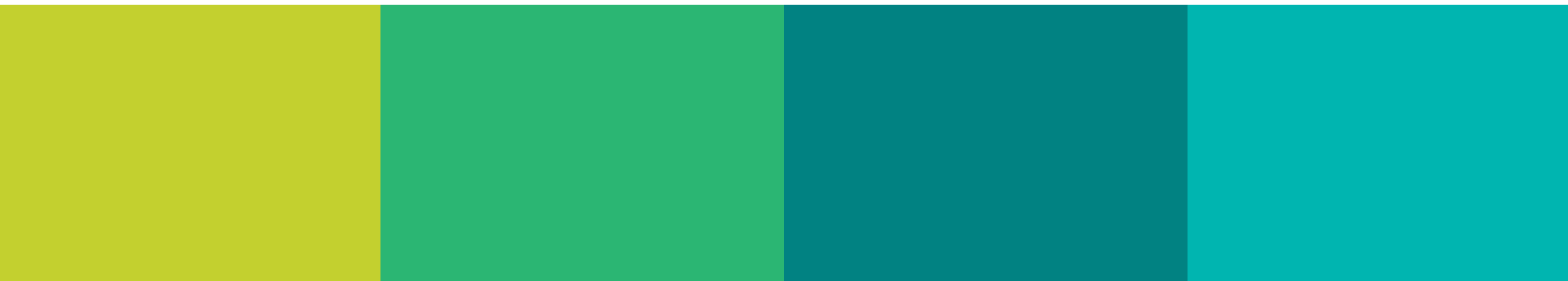
- » Communication between legislators and their constituents is crucial to crafting and passing bills that are reflective to the needs of your communities and local 4-H programs. As a constituent, your job is to communicate those needs to your elected 4-H Legislators, why those needs are important and suggestions on what those changes could look like.

Observing the Process:

- » All 4-H members are encouraged to be actively involved in all steps of the learning and legislative process. 4-H constituents can access the finalized bills prior to the 4-H legislative session by visiting the program landing page at extension.sdstate.edu/south-dakota-4-h-legislature-program. We encourage constituents to attend the mock legislative session on November 2 to see your elected 4-H Legislators in action.

Maintaining Respect and Dignity

All 4-H members are expected to maintain respect and dignity throughout the South Dakota 4-H Legislature experience. Participants may disagree at times regarding possible policy changes, but debate on these topics will be courteous and respectful. No personal attacks will be allowed. Debate on topics should be done in an educational and facts-based manner. Constituents are asked to maintain respectful communication when reaching out to their South Dakota 4-H Legislators to advocate for issues and when assisting them with campaigning. Please reference the South Dakota 4-H Member Code of Conduct and the 4-H Dress Code Policy in the appendix for further behavior and decorum expectations.



Frequently Asked Questions

Q: Is there a cost to participate in this program?

A: There is no cost to participate in this program other than the cost associated with traveling to and from the regional in-person workshop and the legislative event in Pierre. This may include hotel accommodations if deemed necessary by the 4-H legislator's family.

Q: I have a conflict on the date of the in-person workshop. Can I still participate?

A: Yes, but you will be expected to schedule a one-on-one meeting with one of the program committee members to make-up for the missed content due to your absence.

Q: I am 13 years old. Can I run to be a South Dakota 4-H Legislator?

A: While the answer is no, there are still ample opportunities for you to participate to get an in-depth understanding of the program so that you are fully prepared to run when you turn 14. See page 3 for more details regarding participant roles.

Q: Is there a dress code for the program?

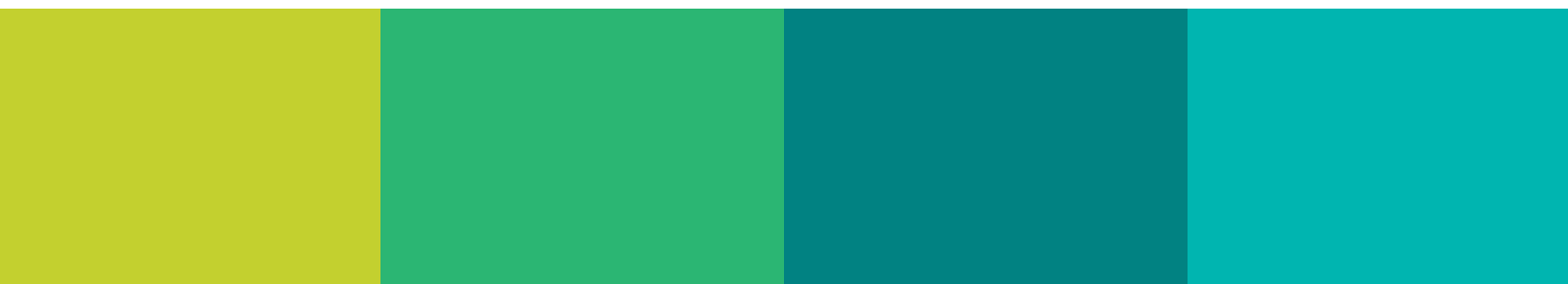
A: There is not a specific dress code for the in-person workshop portion of the program. However, we do expect participants to follow the general 4-H dress code policy. This policy can be accessed on page 16. For the day of the legislative event, we do expect you to wear black or khaki bottoms along with the official program polo and nametag that we will provide. 4-H Legislators will have the option to purchase their polo at check-in.

Q: I'm a parent of a South Dakota 4-H Legislator. Will I be able to view the legislative event?

A: Family members and peers are welcome to observe the committee meetings and floor session during the mock legislative event.

Q: Can we have multiple 4-H Legislators from a county?

A: Yes and no. While there can only be one 4-H Legislator elected from each county, additional youth may be selected to serve as at large Legislators. The programs capacity is 70 individuals serving as 4-H Legislators.



Guidebook Appendix



**SOUTH DAKOTA STATE
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South Dakota 4-H Behavioral Expectations and Code of Conduct Policy

The South Dakota 4-H Program expects youth members and participants to behave in an acceptable manner at all events and activities in accordance with the South Dakota 4-H Behavioral Expectations and the Code of Conduct policy.

Behavioral Expectations

The South Dakota (SD) 4-H Program is designed to provide youth of all ages with a positive environment in which to learn and grow. It also provides opportunities for children and youth to build positive traits of character. To ensure that all youth have equal access to positive learning environments, SD 4-H members, staff, and volunteers agree to abide by these expectations of behavior.

» I will be trustworthy

I will be worthy of trust, honor, and confidence. I will be a good role model by doing the right thing at all times. I will be honest in all of my activities. I will be on time for all scheduled events and will attend all of the planned activities. If I am not feeling well or have a schedule conflict, I will inform my chaperone or a person in charge of the event before the activity starts. I will be in the assigned area (club meeting room, building, dorm, etc.) at all times. The SD 4-H Program will not permit dishonesty such as lying or cheating.

» I will be respectful

I will show respect, courtesy, and consideration to everyone, including myself, other participants, and those in authority. I will act and speak respectfully. I will treat meeting rooms, lodging areas, personal property, and transportation vehicles with respect. I will follow all published dress code guidelines for the event and/or activity. I will respect the personal space and choices of other participants and will not participate in inappropriate displays of affection or physical contact. I will not use vulgar or abusive language, cause physical or emotional harm, or create a feeling of fear amongst other participants.

» I will be responsible

I will be responsible and accountable for my choices and my actions towards myself and other people. I will follow all rules and guidelines established for the activity or event. I will follow the verbal instructions issued by SDSU Extension staff, chaperones, and/or adult volunteers. I will abide by the established program curfew. I will be responsible for any damage, theft, or misconduct that I am involved in or cause.

- » I will be fair
I will participate in events fairly by following the rules, not taking advantage of others, and not asking for special help or favors.
- » I will be caring
I will be caring in my relationship with others. I will be kind and show compassion for others. I will treat others the way I want to be treated. I will show appreciation for the efforts of others. I will include all participants in activities and will try to help everyone be involved in the scheduled activities.
- » I will be a good citizen
I will be a contributing and law-abiding citizen. I will be respectful to the environment. I will not use illegal substances such as tobacco, alcohol, or drugs or be involved in the use or possession of weapons or fireworks. If I am found to have any of these items with me or if I have taken any illegal substances, adult staff/volunteers will notify law enforcement. I will ensure the adults and friends that support me behave respectfully at 4-H events.

Member Code of Conduct Policy

If I do not abide by the items in the Member Behavior Expectations above, I will experience the following consequences in the order listed:

1. The loss of rights and privileges at the event or activity.
2. Being dismissed from the activity or event with an adult staff member or chaperone/volunteer notifying my parents/guardians and that I must go home at my family's expense before the activity or event ends.
3. The possible forfeiture of future participation in statewide and out-of-state events and activities as well as the forfeiture of future awards and premiums at the county level for a period of time up to one year. If this step is considered necessary, event staff, county staff, and state staff will make the decision with input from the parents/guardians of the involved 4-H member(s).

4-H Member Dress Code Policy

During the South Dakota 4-H Legislature Program, participants will have many opportunities to network with professionals from across South Dakota. Not only do participants represent themselves, but they are also a reflection of their family, county, state, peers and South Dakota 4-H. Participants should wear clothing and choose grooming styles that is a positive reflection of all youth participants. At the South Dakota 4-H Legislature event, participants will be expected to wear the polo and nametag provided, along with black or khaki bottoms. The information below describes what the South Dakota 4-H Legislature Program committee considers appropriate and inappropriate in terms of clothing.

Dress Code Mandatory Rules

1. Only shorts, skirts, and dresses of a respectable length; that is, no shorter than finger-tip length.
 2. No low-cut shirts without a camisole. No tube tops, cropped shirts, those with spaghetti straps or those that are strapless; tank tops/sleeveless shirts must have shoulder straps of at least two inches.
 3. No t-shirts with slogans or messages that are offensive or in bad taste (for example, muscle shirts, cutoff shirts and other similar items).
 4. No extreme low-rise, cut-off, or skin-tight clothing.
 5. No ripped or excessively worn clothing, even if purchased as such.
 6. No hats during webinars or during the South Dakota 4-H Legislature event.
 7. You must wear a shirt at all times.
- 

Utilizing Traininghouse

Follow the below steps to assist in navigating the Traininghouse course.

Create your account:

1. Navigate to traininghouse.edu.
 - a. If you do not have an SDSU email account:
 - i. Click Non-SDSU users login.
 - ii. Click Create new account.
 - iii. Fill out the required fields and select Create my new account.
2. An email will be sent to your email address indicated in the account creation step. Check your email to find instructions to complete your new account registration.
 - a. If you do not see the email, check your Spam or Junk email folder or the Other tab in your inbox. You can also search for traininghouse.sdstate.edu in the subject line for all your mailboxes to find it more easily.
 - b. If you are a non-SDSU user and still do not find the email, try resending the email:
 - i. Click Non-SDSU users login here.
 - ii. Type in the username and password you set up and click Log in.
 - iii. A message will appear that you need to confirm your account. Click Resend confirmation email and search for the email again in your inbox.
 - c. If you do not receive an email this time, it is likely due to the email being blocked by your email system. In this case, contact your email administrator or use a personal email account instead.
 - d. If you forgot your username or password, navigate to traininghouse.sdstate.edu. In the upper right corner, click Log In. Click Forgotten your username or password?. Under Search by email address, type in your email address and click Search. If you supplied correct information, the system should send an email to you to access your log in information.

Register for a course:

1. Navigate to traininghouse.sdstate.edu.
2. In the upper right corner, click Log In.
3. Log in:
 - a. If you do not have an SDSU email account, type your username and password on the left side and click Log In.
4. In the Search courses box, type South Dakota 4-H Legislature and click Go.
5. Click on the course name. If you do not see the course you are looking for, click on Courses in the breadcrumb trail at the top of your screen to view a list of all courses.
6. When you are given an enrollment key, enter it in the field provided, and click Enroll me.

Access the course:

1. Navigate to traininghouse.sdstate.edu.
2. In the upper right corner, click Log In.
 - a. Log in:
 - i. If you do not have an SDSU email account, type your username and password on the left side and click Log In.
 - b. In the left menu, click Dashboard.
 - c. Select the course in the Course Overview or Recently accessed courses area.

*Contact a program committee member for further assistance with Traininghouse processes.

Designing a 1-page Rack Card

Use the following suggestions to assist in the development of a 1-page rack card:

1 page document, single sided, full sheet

Items to include:	Other suggested items:
» Name » County » Years in 4-H » Picture - Can be just you or you and your favorite 4-H project/experience	» Background in 4-H » Why you are interested in civic engagement » Why you want to represent your county » Why you are a good leader and will be an effective voice for your county in the legislature » "Policy" ideas and priorities

View the sample 1-page rack card below to assist in brainstorming ideas.



Tommy Green

Candidate for SD 4-H Legislature
Clover County

8 Year 4-H Member in the Lords
and Ladies 4-H Club

*Working for the future of 4-H and
South Dakota*

Tommy Green grew up in the small town of Clover, in Clover County, South Dakota with his parents and two younger siblings. As a member of the Lords and Ladies 4-H Club, Tommy has been active in several project areas including: leadership skills development, public speaking, wildlife and fisheries, range management, soil and soil conservation, water and water conservation, and planet science, crops, and weeds.

Throughout his 8 years in 4-H, Tommy has served in leadership positions at the local, county, and state levels. As a club officer, member of the county Jr. Leader's Association, and Jr. member of the Environmental Education and Earth Science Project Committee, Tommy gained valuable team-building and experience that would make him the best choice to represent Clover County at the South Dakota 4-H Legislature!

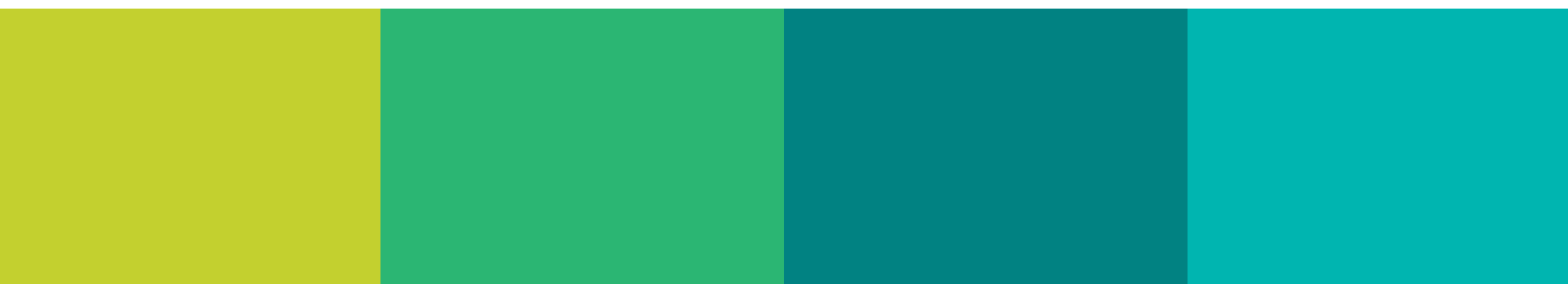
His club leader Helen White said, "Tommy has always been open to teaching the younger member in our club and helping guide them through learning about 4-H. We as a club are so lucky to have him and his experience to help bring our ideas at the county and state groups. He would be the perfect person to represent Clover County!"

- **Build Agricultural Education Partnerships**
- **Soil and Water Conservation Educational Series**
- **Environmental Education and Earth Science Event Scholarship**

As Jr. member of the Environmental Education and Earth Science Project Committee, Tommy is committed to bringing more opportunities to 4-H members interested in this area. He would also like to work on partnership with other agricultural education programs, like FFA, SDSU Extension Field Specialists, Farm Bureau, and Farmers Union to build additional events and learning opportunities that are accessible to youth across the state. Building these partnerships is a great way to bring in more 4-H members and expand the reach and impact of our programs.

Green says, "Thank you for considering me to be your voice at our South Dakota 4-H Legislature. I am incredibly humbled by the possibility of working for you, my fellow Clover County 4-Hers. Through this experience I will keep you in mind first!"

June 15-19 Vote GREEN for Clover County!!



Creating a Campaign Video

Tip Sheet: Video How to Guide

Choose Your Equipment

- » Smartphones
 - Use a smartphone for mobility. Practically every smartphone on the market comes with two things that make video recording easy and fun: a decent amount of free space to store video files, and a camcorder function for making them. Keep in mind that although smartphones are very portable, the audio/visual quality may not be as great as a dedicated video device, such as a camcorder. Check if there are any attachments such as a microphone that can improve the quality of your video. RODE makes a good one.
 - Depending on the phone you're using, the camcorder may have its own app button, or it may be contained elsewhere, typically in a sub-menu of the camera app [iPhone]. If you're having trouble finding your phone's camcorder function, review its instruction manual or check online.
 - Great mobile video editing apps include Videoshop, Magisto, and Video Editor
- » Webcams
 - Use a webcam for convenience. As with smartphones, nearly every computer made in the last 15 years either comes with an integrated webcam (usually just above the monitor) or can be equipped with one.
 - Most computers can handle webcam input with pre-installed software, but if you need a program for yours consider Video Booth, a free and intuitive piece of software that has received positive reviews.
- » Camcorders
 - Use a camcorder for quality. More specifically, use a hand-held digital or optic-media video recording device. Use editing software such as Windows Live Movie Maker, and once you become more experienced, you can migrate into more professional software.
 - The most important thing about your camcorder is that it has some way to easily transfer videos onto your computer. Look for USB outputs or opt for a device that records to discs your computer can read.
 - Avoid older technologies, such as VHS camcorders and home Super 8 cameras. Transferring video from them onto your computer is much, much more difficult, and expensive than with a digital camcorder.

Other Things to Remember

- » Follow the KISS principle. Originally an acronym for "Keep it Short and Simple." Try to make the video easy to understand and avoid complexity.
- » Be original, credible, and transparent. Write a script or an outline before you record your video so that you do not waste valuable production time trying to figure out a storyline. Be short and to the point.
- » Structure of a well-written Script:

If your story is straight forward with a clear narrative

- Identify your audience
- The inverted pyramid contains the most important information at the top of the pyramid (the lead)
- The less important information goes at the bottom, so stories tend to fade out as you read on (background)
- When editing your story, cut from the bottom and move upwards ...

If your story has multiple angles or angles of equal importance

- Identify your audience
- Solidify your angle (your perspective or spin)
- Identify your key takeaway
- Create an outline consisting of your introduction (what is your hook), a body (what is your story) and a conclusion as a brief wrap-up of the story you've just told
- Sprinkle interesting facts throughout, "chunk" the content into clear, digestible sections
- Know who your audience is and how best to speak to them. Testimonials often make great pieces of video.
- The general rule of thumb with regards to timing is to be brief in duration. Generally, short form content ranging from 30 seconds to 3 minutes is the way to go.
- Aesthetics of the shoot. Consider your appearance and that of other people on camera (solid colored clothing works best on film). Also consider post-production techniques, such as inserting text boxes in the lower area of the screen to indicate who is speaking.
- Web and mobile friendly. When creating Web video, always keep in mind that it is not for television—start thinking in terms of computer screens and mobile screens.

Making and Editing Your Video

Record the Video

- » Record multiple takes.
- » You can also record a video in parts and then stitch them together on your computer to make a cohesive whole.
- » Record more video than you plan to use. You can edit out the extra bits later. There's no reason to worry too much about getting the timing perfect right from the get-go.

Transferring Your Video to the Computer

- » Transfer video from your smartphone. Either connect the phone to your computer, or send the video there wirelessly.
- » To copy files from your phone to your computer, connect the devices with a cable and use your phone's proprietary interface software (for example, iTunes for an iPhone) to transfer the files.
- » It should be very easy to send video files from your phone to your computer. Just look at the menu options in the video app of the phone and choose to send your video as an e-mail attachment to your e-mail address, then download the attachment onto your computer.
- » Many smartphones can share your video to YouTube directly. If you don't want to make any edits to your video, this is an acceptable option. Be sure you've registered an account with YouTube and are logged into it on your phone.
- » Transfer video from your camcorder. Connect the camcorder to your computer or insert the video disc into your computer.
- » Your computer and the camcorder should both come with features to make the transfer easy. Generally speaking, all you have to do is highlight the video file(s) you want inside the window that displays the contents of your camcorder or disc and drag the file(s) onto your desktop (Windows) or hard drive (Mac).
- » Find video from your webcam. Find the file where the video clips are stored and select the one(s) you want. Since they're already on your computer, there isn't much else you have to do.



How to Edit Your Video

Edit Your Video with Windows Movie Maker

Most Windows users have access to a basic program called Windows Movie Maker that can stitch video clips together, erase unwanted parts, add title screens, transition effects, and a secondary soundtrack layer if desired.

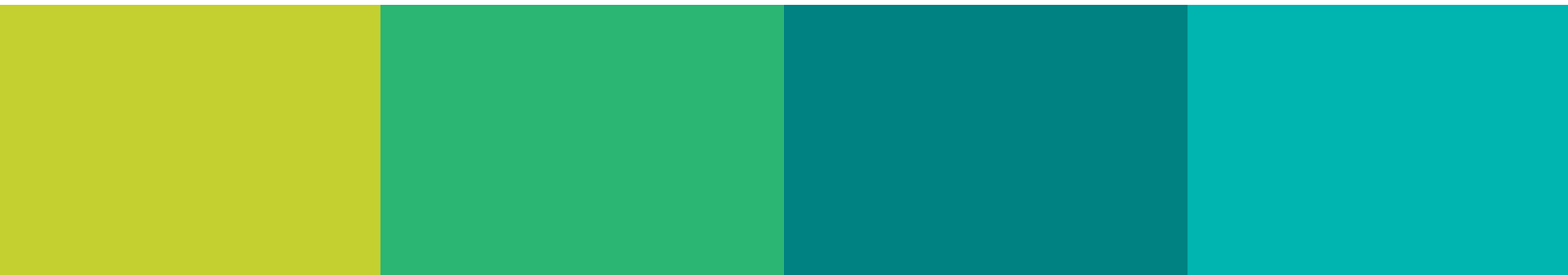
Edit Your Video with iMovie

Mac users should have a program called iMovie (a part of the iLife suite of programs) which does essentially the same things as Windows Movie Maker but offers some different effects and transitions. iMovie also comes as an iPhone app, which can be purchased and allows you to edit directly on your iPhone. Consider other free options. Other popular free video editing programs include:

- » Light works (powerful enough for the pros, but harder to use)
- » Avidemux (open source and well-supported with a wiki)
- » MPEG Streamclip (takes up almost no space and offers all basic editing options)
- » Go pro

If you want the most powerful editing tools available, you'll have to pay for them. Commercial software options include Apple's Final Cut Pro, Adobe's Premier Elements, and CyberLink's Power Director. These range in price from \$50 to several hundred dollars.

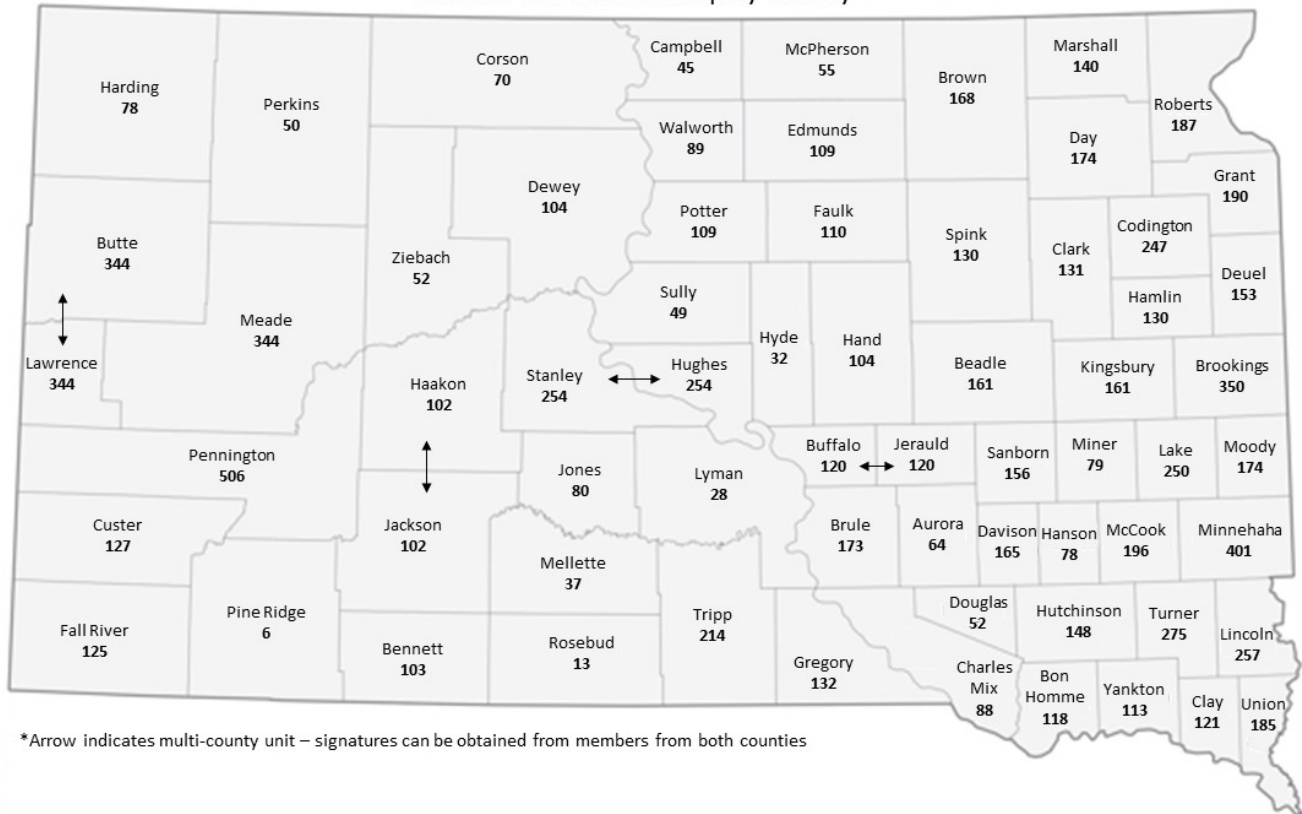
Sources: National 4-H Council and WikiHow "How to Make a YouTube Video"



Petition Matrix

The number of signatures required on a petition is based off the number of 4-H members in a candidate's county from the 4-H year prior. For a candidate to determine how many signatures they must get on their petition, locate their county of 4-H membership on the map and note the total of 2022-23 4-H membership enrollments. Then, correlate that number with the table below. This table will inform a candidate how many signatures are needed to secure a spot on the ballot.

2022-23 4-H Membership by County



# of 4-H members in previous 4-H year	# of signatures need on a petition
1-49 members	5 signatures
50-99 members	10 signatures
100-199 members	15 signatures
200 + members	20 signatures

Tip: When it comes to asking individuals to sign your petition, consider your elevator speech on why you want this position.

Drafting a Bill

Things to consider when drafting legislation:

- » What do I want to accomplish?
- » Should a particular 4-H program or project area implement my proposal?
- » Does my proposal cost money?
 - If so, what is my funding source?
- » Who do I need to get support from regarding my bill?
- » Is there a 4-H staff person that is considered a professional on this topic?

You can draft your bill on whatever 4-H subject interests you.

Some sample bill ideas include:

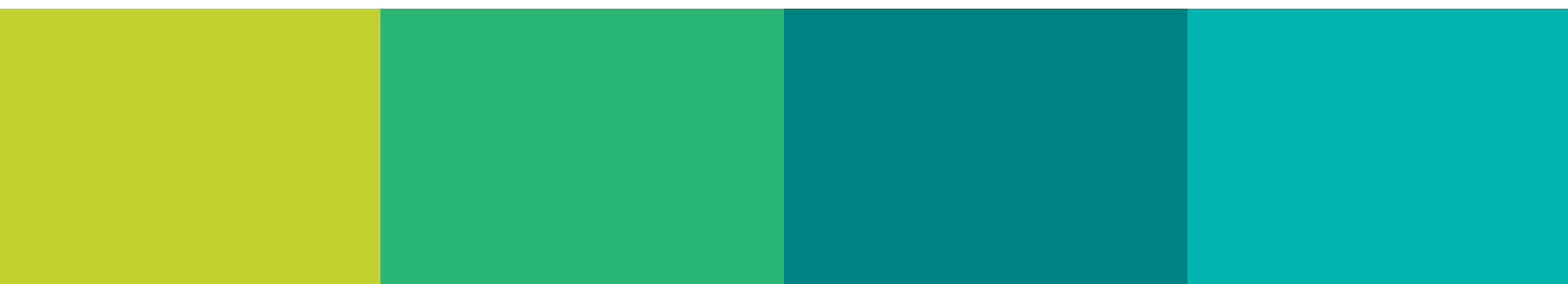
- » Rule changes for a 4-H livestock show
- » A new 4-H program or project area you would like to see started
- » Removing or modifying a 4-H program or project area
- » Changing 4-H deadlines, etc.

Feel free to include multiple 'sections' in your bill for organizational reasons. If South Dakota 4-H policies or rules exist regarding the topic of your bill, those will need to be referenced within the context of your bill. There may be times you can't refer to existing policies or rules on your bill. However, if you decide to refer to a section of South Dakota 4-H policy or rules, you will include the text of the current law, underscoring new material and over-striking portions of the policy or rule you will delete as indicated by the footnote. Examples of documents you might reference would be the yearly SDSU Extension 4-H State Fair Book, project guidelines and contestant packets, and more. These resources can be found on the extension website or by contacting your county 4-H professional or a program committee member.

If you are interested in learning more about the rules of legislative drafting, refer to the South Dakota Legislative Drafting Manual, which can be found at the following link:

sdlegislature.gov/docs/referencematerials/draftingmanual.pdf

Access the South Dakota 4-H Legislature *Bill Template* and *Bill Examples* on the following pages.



Bill Template

State of South Dakota
Fifth Session
SOUTH DAKOTA 4-H LEGISLATURE, 2024

Introduced by: Representative(s) _____

FOR AN ACT ENTITLED, An Act to _____

BE IT ENACTED BY THE LEGISLATURE OF THE SOUTH DAKOTA 4-H PROGRAM:
Section 1. _____

Section 2. _____

Section 3. _____

Coding: Words in ~~struck through~~ type are deletions from existing law; words underlined are additions.

Summarize the pros and cons of what this bill would do.

Pro: _____

Con: _____

Bill Example

1st Legislative Session
Saturday, October 31, 2020

2020 South Dakota 4-H Legislature

HB 1007

*Introduced by Representative(s) Hadley Stiefvater,
McCook County*

An Act to reestablish the South Dakota 4-H Premier Livestock Exhibitor Program at the South Dakota State Fair 4-H Exhibition

BE IT ENACTED BY THE 4-H LEGISLATURE OF THE STATE OF SOUTH DAKOTA:

SECTION 1. Reestablish a program for identifying premier state fair exhibitors within the livestock species of beef, sheep, market goat, and swine.

The purpose of the program is to encourage diversity of knowledge and skill of both industry and exhibition areas. Factors used to determine qualifying individuals include:

- a. Exhibition of minimum (1) sheep, goat, beef, or swine animal in the SD 4-H species specific show.
- b. Participation in species specific showmanship contest.
- c. Completion of 50 question quiz with questions relating to breeds, genetics, nutrition, animal husbandry, and other YQCA based topics.
- d. Completion of simplified hands-on skill-a-thon contest during the state fair week. Includes 10 feed sample ID, quality assurance exercise, and advocacy scenario exercise.

Determination of points awarded are as follows: (Total 230 points possible).

- A. Class rank of animal: **20 points**
- B. Showmanship contest: (35 points possible)
Participation **25 points**, Semi-Finalist **(+5 points)**, Top 10 placing **(+5 points)**
- C. Quiz: **100 points** (2 points per question)
- D. Skill-a-thon contest: **10 points** feed ID, **20 points** quality assurance exercise, **45 points** advocacy scenario exercise.

Award suggestions as follows: (*Ultimately determined by sponsorship support.)

Recognize top 5 individuals with rosettes. Large awards for top individuals.

- A. **High individual:** Option of personalized belt buckle (approximate retail value of \$130-180) OR embroidered soft shell jacket (approximate retail value \$160-180).
- B. **Second High Individual:** Embroidered weekender bag (\$50-75) OR director's chair-standard size (\$125).

Resolution Example

1st Legislative Session
Saturday, October 31, 2020

2020 South Dakota 4-H Legislature

HR 6001

*Introduced by Representative(s) Teigen Hadrick,
Faulk County*

A Resolution urging the South Dakota State University Dairy Science Department to name an ice cream commemorating South Dakota 4-H

WHEREAS, 4-H has taught generations of leadership skills to people and taught the value of being a leader for my club, my community, my country, and my world; and

Whereas, 4-H brings many people together across the nation. Nothing brings youth closer than being part of 4-H. Whether it is showing a goat to making indoor exhibits; and

WHEREAS, 4-H has been encouraging youth and adults to come together for a common cause. Showing South Dakotan citizens what it is like to be a 4-Her and how sense of community can make things happen; and

WHEREAS, the South Dakota 4-H mission is to enable youth to be engaged in partnerships with caring adults, positive learning environments, developing their fullest potential and learning life skills; and

WHEREAS, the motto of 4-H is "To Make The Best Better" and thousands of 4-H members, volunteers, and community partners work for positive community change in all corners of the state of South Dakota;

NOW, THEREFORE, BE IT RESOLVED, by the House of the First 4-H Legislature of the State of South Dakota, that it calls upon the South Dakota State University Dairy Science Department to name an ice cream flavor commemorating the South Dakota 4-H program and to recognize the important role 4-H has played in developing leadership for South Dakota's young people.

BE IT FURTHER RESOLVED, that the staff of South Dakota 4-H Legislature shall transmit a copy of this resolution to the Dairy and Food Science Department Head Joseph Cassady, SDSU Dean College of Agriculture, Food, and Environmental Science John Killefer, and SDSU Extension Director Karla Trautman.

How a Bill Becomes Law

1

The bill is drafted by a Senator or Representative.

2

The prime sponsor seeks support for the bill by having colleagues in the House of Representatives and Senate sign their name to the bill.

3

The bill is read in the chamber of origin. House bills are introduced by Representatives and Senate bills are introduced by Senators.

4

The Senate President or the Speaker of the House then assigns the bill to a committee.

5

The committee then hears public testimony. Based on testimony, members of the committee have four options of what to do with a bill:

- » Send to floor with “Do Pass” recommendation
- » Table the bill
- » Defer to the 41st day
- » Send to floor without recommendation: This rarely happens. If it does, the full body must vote whether they want to discuss the bill or not.

6

Once a bill reaches the floor, it is debated and voted on. If it passes, the bill is forwarded on to the other body, where it goes through the same committee process. If a bill passes both the House and the Senate, it is sent to the Governor, who has the option to sign or veto bills. If a bill is vetoed it may come back to the legislative bodies, who can override a veto by a two-thirds vote.



**SOUTH DAKOTA STATE
UNIVERSITY EXTENSION**



South Dakota Legislative Concepts and Procedures

It is important to have a base understanding of South Dakota Legislative Concepts and Procedures. Read through the following concepts to gain a better understanding of the South Dakota Legislature.

South Dakota Government Basics

- » Like the Federal Government, South Dakota has three branches of government: Legislative, Executive, Judicial.
- » The South Dakota Legislature is bicameral, or composed of two bodies (sometimes called chambers). The two bodies are the Senate and the House of Representatives. Thirty five members make up the Senate and 70 members make up the House of Representatives.
- » Legislators are elected every two years by the constituents in the state's 35 districts, one senator and two representatives from each district.
- » The South Dakota constitution limits the Legislative Session to 40 days each year, with the final day reserved for Governor vetoes.

The House:

- » Seventy members representing 35 Districts across South Dakota. Uses electronic voting system and discussion time is limited.
- » Representatives are elected every two years in even numbered years.
- » Two members are elected from each district with the exception of Districts 26 and 28 which are split into A and B. One member from A and one member from B are elected.

The Senate:

- » Thirty five Members, one from each of the 35 South Dakota Legislative Districts. Uses roll call voting system.
- » Senators are elected every two years in even numbered years. One member from each district is elected to serve in the Senate.

Caucus:

- » Caucus is a meeting of the members of one political party.
- » Members from the Democratic and Republican parties meet within their respective parties, and typically within their respective chamber, to discuss bills that will be up for debate on the floor that day. They decide as a party which ones are important to discuss in depth and which ones should be passed with virtually no debate.
- » In South Dakota, the Democratic Party holds an open caucus, meaning members of the public can observe legislators discussing the merit of the bills. The Republican Party holds a closed caucus only allowing legislators and their interns to attend.
- » Caucus is normally held one-hour prior to the start of session daily.
- » Legislators will often decide amongst them who will speak about each bill on the floor.

Committees:

- » Sub-units formed within each chamber, which take public testimony and vote on bills with similar subjects
- » Fourteen Standing committees in each chamber:
 - Agriculture and Natural Resources, Appropriations, Commerce and Energy, Education, Government Operations and Audit, Health and Human Services, Judiciary, Legislative Procedure, Local Government, Retirement Laws, State Affairs, Taxation, Transportation, and Veterans Affairs.
- » In the Senate, most committees consist of seven to nine members and in the House there are 13-15 members. Members are selected by the majority leader, President Pro Tempore, and the minority leader.
- » Pro Tempores in each chamber assign bills to committee to hear public testimony. The committee then may make a recommendation on the bill:
 - Do Pass: The committee recommends passage of the original bill.
 - Do Pass as Amended: The committee recommends the bill pass, but in an altered form set by the committee
 - Send to 41st Day: Essentially kills the bill because constitutionally there are only 40 days in the South Dakota Legislative Session.
 - Without Recommendation: The committee cannot come to a consensus or has no feelings on the bill one way or another so they feel the entire legislative body should determine whether it should pass or fail.

Floor:

- » If a bill makes it out of committee it is then presented before the entire legislative body. See step 6 in “How a Bill Becomes a Law” for more details.



Conducting Official Business

Similar to South Dakota 4-H club management practices the South Dakota State Legislature utilizes a version of parliamentary procedure to conduct business in session. Here you will find common parli-pro motions.

What: Main Motion

When: When action needs to be taken on a bill or resolution, a legislator will introduce a motion.

Why: For a bill to be discussed and debated on the floor, a motion must be made.

How: A legislator will stand and once recognized by the President or Speaker, state "I move..." Motion requires a second and following being seconded will be open for discussion before voting occurs.

Example: Senator stands - "Mr. President"
President - "Senator"
Senator - "I move that Senate Bill 158 do pass"

.....

What: Amendment

When: When a legislator would like to amend a current bill up for debate in committee or floor.

Why: An amendment changes the current verbiage of a bill. Can be used to change what the bill does, add clearer language, or slightly alter a bill.

How: An amendment is easiest to write down and present to the President or Speakers desk, but may also be done verbally. A legislator will need to be recognized by the President or Speaker, state "At this time I wish to move an amendment." Then legislator must make a motion to amend, and be seconded for open discussion and voting.

Example: Senator stands - "Mr. President"
President - "Senator"
Senator - "At this time I would like to move an amendment..."

.....

What: Recess

When: When a legislator feels like there needs to be a break in discussion in committee or on the floor.

Why: Allows for legislators to gather further research or caucus more about an issue.

How: A legislator must be recognized by the speaker. The legislator states interest in calling a recess with specific time frame. There must be a second and he must be supported by a majority of verbal vote.

Example: Senator stands - "Mr. President"
President - "Senator"
Senator - "At this time I would like to move to recess for (specific time frame)"

What: Point of Information

When: Anytime during committee or session that a legislator has a question about “procedure.”

Why: For a legislator to ask a question of the speaker.

How: Senator must be recognized by the Speaker and then state “Point of information” before proceeding with question.

Example: Senator stands - “Mr. President, Point of information.”
President - “Senator, State your point” or “proceed.”

.....

What: Point of Order

When: Immediately following an infraction in rules.

Why: An infraction in rules or improper decorum while speaking has occurred.

How: Legislator stands without recognition and says “Point of Order”

Example: Senator - “Point of Order”
President - “State your point”
Senator then states the rule they believe is not being followed.

.....

What: Division - House

When: Any legislator may call division of the house following a voice vote.

Why: If unsure of the results of the voice vote.

How: After a voice vote, any legislator may call out “Division.”

Example: Senator stands - “Division”
President will then ask secretary to take a roll call vote.

.....

What: Roll Call Vote

When: A legislator may request roll call when they would like a count on a motion on the floor or in committee that would normally be a voice vote. Must be requested before the vote is taken.

Why: The legislator requests to call roll call.

How: A legislator calls “Roll Call” anytime before a voice vote is taken in committee or on the floor. He must be supported by one-sixth of members present.

Example: Senator: “Roll Call”
President: “Roll call has been requested, is he supported?”
Legislators who support the senator’s request would stand. If support is achieved, roll call would be taken and if not the vote would proceed as a voice vote.



What: Reconsideration

When: A motion has failed and a legislator would like it to be heard again.

Why: A motion, which, when passed by the house, allows another vote annulling or reaffirming an action previously taken.

How: A legislator must be recognized by the Speaker or President and then state motion to reconsider.

Example: Senator: "I move to reconsider SB 123."

.....

What: Substitute Motion

When: Proceeded a motion that is already on the floor. A legislator may introduce a substitute motion. Typically only happens in Committee Meetings.

Why: To replace the current motion on the floor with a different motion for action on a bill.

How: Senator must be recognized by the chair, the senator states their motion.

Example: Senator: "Mr. Chair, I move a substitute motion to..."

.....

What: Call the Previous Question

When: To call a motion on the table for final vote.

Why: Debate has been exhausted or is no longer productive on the current motion.

How: The legislator, typically the majority leader, must be recognized by the President or Speaker and state that he calls the previous question. This is a non-debatable motion but requires a majority vote.

Example: Senator: "Mr. President, I respectfully call the previous question."

What a Motion Needs for Passage:

- | | |
|--|--|
| » Adjournment: Majority of members present | » Reconsideration: Majority of members consent. Second time requires unanimous consent. |
| » Amendment: Majority of members elect | » Resolution: Majority of members elect |
| » Changing Order of Business: Majority of members present | » Roll Call: One-sixth of members present |
| » Conference Committee Report Adoption: Same as passage of the bill | » Rules Adoption: Majority of members elect |
| » Emergency Measure: Two-thirds of members elect | » Smoke-Out: One-sixth of members elect |
| » General Appropriations Bill: Majority of Members elect | » To Table/Take off the Table: Two-thirds members elect |
| » Previous Question Motion: Majority of Members present | » Tax increase/New Tax: Two-thirds members elect |
| » Recess: Majority of Members elect | » Override Veto: Two-thirds members elect |
| | » Withdraw a Motion: unanimous consent of Members Present |

Legislative Terms

Act – a bill passed by the Legislature.

Action – disposition of any question before the Legislature.

Adoption – approval or acceptance; usually applied to amendments or resolutions.

Appropriation – money set apart for formal action for a specific use.

Bicamel – a legislature consisting of two chambers.

Bill – a proposed law introduced during a session for consideration by the legislature.

Body of the Bill – the body of the bill is the text or lawmaking part of the bill.

Casting vote – the deciding vote the Lieutenant Governor, as the President of the Senate, may cast in case of a tie vote in that chamber.

Commemoration – an expression of the Legislature recognizing service or achievements of national or statewide importance or sorrow over death or loss.

Concurrence – practice whereby one house agrees with an action taken by the other house.

Consent Calendar – schedule of bill which there is general agreement that apposition is not anticipated.

Co-sponsors – the sponsors of a bill other than the prime sponsor.

Enacting Clause – that portion of a bill indicating that all following material is to become law.

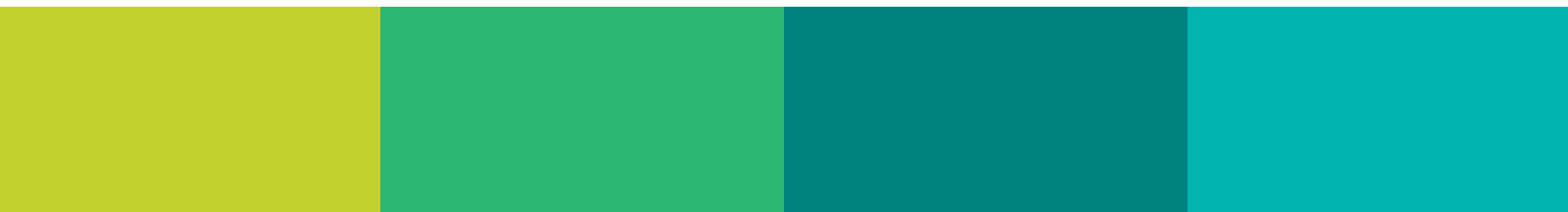
Floor – a traditional description of the interior of either house; “floor action” describes the consideration of measures by the entire membership of the respective chamber.

Hoghouse – a procedure occasionally used in the Legislature whereby a committee or a member of the floor will move to strike everything after the enacting clause of a bill and ensure in lieu thereof the substance of an entirely new bill.

Interim – the interval between regular sessions of the Legislature.

Introduce – present a bill to either the Senate or House of Representatives for consideration.

Lobbyist – an individual engaged to present and promote the views of a group, organization or industry on measures under consideration by legislators.



Majority Leader – the leader of the caucus of the majority party.

Majority Party – the political party in each house that has the most members.

President Pro Tempore – the senator elected to preside of the Senate in absence of the President.

Minority Leader – the leader of the caucus of the minority party.

Minority Party – the political party in each house that has fewer members than the majority part.

Passage – favorable action on a measure before the legislature.

President of the Senate – the residing officer in the Senate. Held by the Lieutenant Governor.

Referendum – the method by which a measure adopted by the legislature may be submitted to the electorate for popular vote.

Sergeants-at-Arms – officers of the House and the Senate charged with maintaining order and carrying out the directives of the presiding officers or the members.

Session – period during which the Legislature meets.

Smoke Out – invoking joint rule 7-7 whereby one-third of the members of a house can require a committee to deliver a bill to the full body by the next legislative day.

Speaker – presiding officer of the House of Representatives, elected by the members at the beginning of each session.

Speaker Pro Tempore – the member of the House of Representatives elected to preside over the House in the absence of the speaker.

Special Sessions – sessions held between the regular sessions.

Veto – formal disapproval of a measure by the Governor.



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